

Message Text

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PAGE 01 STATE 101525

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ORIGIN EA-10

INFO OCT-01 AID-05 SSO-00 ITF-05 FDRE-00 OPR-02 A-01 H-02

SCA-01 VOE-00 SR-02 ORM-01 DPW-01 ISO-00 /031 R

DRAFTED BY DOD:HCHING

APPROVED BY IATF:LDBROWN

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DESIRED DISTRIBUTION

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UNCLAS STATE 101525

CINCPACREP GUAM PASS TO MR. NORMAN SWEET USAID

E.O. 11652: N/A

TAGS: SREF, GQ

SUBJECT: TERMS OF REFERENCE

REF: STATE 097636

FOR SWEET, NORMAN

1. THIS MESSAGE CONFIRMS YOUR APPOINTMENT AS THE SENIOR CIVIL COORDINATOR, GUAM AND WAKE ISLAND. AS SENIOR CIVIL COORDINATOR OF GUAM AND WAKE ISLAND, YOU WILL BE RESPONSIBLE FOR ALL ASPECTS OF THE RECEPTION, CARE AND ONWARD MOVEMENT OF INDOCHINESE REFUGEES NOT FALLING WITHIN THE RESPONSIBILITY OF THE MILITARY INSTALLATION COMMANDER.

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PAGE 02 STATE 101525

2. IN FULFILLING YOUR RESPONSIBILITIES, YOU ARE EXPECTED TO INTERFACE FULLY YOUR ACTIVITIES WITH THE OPERATIONS OF THE MILITARY INSTALLATION COMMANDER AND AFFORD COMPLETE COOPERATION.

3. YOUR PRIMARY MISSION WILL BE TO ESTABLISH AND MAINTAIN THE NECESSARY MECHANISMS, PERSONNEL AND ORGANIZATION TO RECEIVE, PROCESS AND SUSTAIN THE REFUGEES AND WITH THE ASSISTANCE OF OTHER FEDERAL CIVIL, VOLUNTARY AND INTERNATIONAL AGENCIES PROVIDE FOR THE EXPEDITIOUS MOVEMENT OF IMMIGRANTS AND REFUGEES TO RECEPTION CENTERS WHICH HAVE BEEN

DESIGNATED IN THE UNITED STATES OR FOREIGN COUNTRIES WILLING TO RECEIVE THEM.

4. YOU WILL REPORT TO THE PRESIDENTIALLY-ESTABLISHED SPECIAL INTER-AGENCY INDOCHINA TASK FORCE IN WASHINGTON AND LOOK TO THE IATF FOR SUPPORT. YOU WILL BE ASSISTED BY PERSONNEL FROM GOVERNMENT AGENCIES SUPPLIED BY THE IATF FOR YOUR STAFF, BY TEAMS FROM HEW AND INS AND BY REPRESENTATIVES OF VOLUNTARY AGENCIES WHO ARE MEMBERS OF THE AMERICAN COUNCIL OF VOLUNTEER AGENCIES, AND ANY ADDITIONAL NATIONAL OR INTERNATIONAL AGENCIES THAT MAY BE LATER APPROVED.

5. YOU WILL MAKE CONTACT WITH THE MILITARY INSTALLATION AUTHORITIES WHO HAVE BEEN INSTRUCTED BY SEPARATE CABLE TO PROVIDE ALL POSSIBLE ASSISTANCE WITHIN THEIR IMMEDIATE MEANS, INCLUDING OFFICE SPACE, SUPPLIES, QUARTERS, FOOD AND TRANSPORTATION.

6. YOU SHOULD INSURE THAT YOUR ORGANIZATIONAL STRUCTURE IS COMPLETE AND INCLUDES REPRESENTATIVES FROM FEDERAL CIVIL AND VOLUNTARY AGENCIES AS MAY BE HELPFUL. INSURE THAT THERE ARE AN ADEQUATE NUMBER OF US CITIZENS WHO CAN SPEAK VIETNAMESE TO FACILITATE SCREENING AND PROCESSING PROCEDURES. THE IATF WILL BE PREPARED TO MEET YOUR FURTHER PERSONNEL NEEDS AS YOU IDENTIFY THEM.

7. YOU SHOULD MAKE AS MUCH USE AS POSSIBLE, CONSISTENT UNCLASSIFIED

UNCLASSIFIED

PAGE 03 STATE 101525

WITH YOUR PRIMARY MISSION, OF INDOCHINESE NATIONALS WHO CAN CONTRIBUTE TO THE ORGANIZATION AND MANAGEMENT OF THE CAMP.

8. IT SHOULD BE YOUR OBJECTIVE TO USE THE SERVICES OF THE VOLUNTARY AGENCIES TO THE FULLEST POSSIBLE EXTENT AND TO ASSIST THEIR RESETTLEMENT EFFORTS IN EVERY WAY POSSIBLE.

9. IT WILL ALSO BE YOUR RESPONSIBILITY, IN COOPERATION WITH THE MILITARY INSTALLATION COMMANDER, TO ESTABLISH AND MAINTAIN THE BEST POSSIBLE RELATIONS WITH THE PUBLIC IN GENERAL, THE LOCAL COMMUNITY AND STATE AND LOCAL OFFICIALS WITHOUT WHOSE SUPPORT THIS EFFORT WILL BECOME MUCH MORE DIFFICULT.

10. IN CONJUNCTION WITH THE MILITARY INSTALLATION COMMANDER YOU SHOULD PROVIDE THE IATF AND OTHER CONCERNED AGENCIES A JOINT DAILY REPORT COVERING THE SITUATION ON GUAM AND WAKE ISLAND AS OF 0001 WASHINGTON TIME TO REACH WASHINGTON BY 0600. AN UPDATE REPORT WILL BE SUBMITTED TO REACH WASHINGTON BY 0900 WASHINGTON TIME. WE WILL ALSO EXPECT PERIODIC SUMMARY REPORTS AND A FINAL REPORT UPON COMPLETION OF YOUR MISSION. KISSINGER

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: REFUGEE RESETTLEMENT, PERSONNEL ASSIGNMENTS
Control Number: n/a
Copy: SINGLE
Draft Date: 01 MAY 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975STATE101525
Document Source: CORE
Document Unique ID: 00
Drafter: HCHING
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750153-0695
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750589/aaaaddpf.tel
Line Count: 131
Locator: TEXT ON-LINE, ON MICROFILM
Office: ORIGIN EA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 097636
Review Action: RELEASED, APPROVED
Review Authority: CollinP0
Review Comment: n/a
Review Content Flags:
Review Date: 10 JUL 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <10 JUL 2003 by SilvaL0>; APPROVED <03 MAR 2004 by CollinP0>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
05 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: TERMS OF REFERENCE
TAGS: APER, GQ, VS, US, (SWEET, NORMAN)
To: CINCPACREP GUAM TTPI MI
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 05 JUL 2006